

## Child and Adult Care Food Program

Welcome to the October edition of the Michigan Department of Education (MDE) Child and Adult Care Food Program (CACFP) Monthly E-Newsletter. We hope you enjoyed our first newsletter last month. Here is the second installment of CACFP related guidance and news compiled for your convenience into one monthly update to keep you informed of the latest news, trainings, and information related to the CACFP. If you need additional information between updates, please visit the [MDE CACFP website](#)<sup>i</sup> or call the CACFP office at 517-373-7391. Time-sensitive information may be sent out immediately as necessary.

### **What's New**

Kim Bilyk, CACFP Supervisor, has decided to retire at the end of 2015 to spend more time with her grandson and family. As a result, MDE has posted an Education Consultant Manager 15 position, Office of School Support Services, CACFP, on the State of Michigan posting site. This permanent full-time position is Lansing based and is open to internal and external candidates. To apply and/or view the position description, click on the link [State of Michigan Postings website](#).<sup>ii</sup>

### **New Operational Memorandum**

Listed below are the recent operational memos issued by MDE-CACFP and a brief summary of each one. The complete list of operational memorandums can be accessed at [MDE CACFP website](#) under Operational Memorandums.

- Recordkeeping Requirements for Participating Institutions – Annual Reminder: (FY 2015 Institutions Memo #41 and FY 2015 FDCH Memo #38)  
To comply with CACFP recordkeeping requirements, MDE is requiring participating institutions to have on-site, for immediate review, all CACFP records for the current month as well as the previous twelve months of operation. Sponsors of centers may store records at the administrative office of the sponsor. For unaffiliated centers (legally distinct from the sponsor), records should also be maintained on-site at sponsored centers. Participating institutions may store the remaining records off-site, but they must be readily available for review. Failure to maintain such records shall be grounds for the denial of reimbursement or assessment of overclaims.
- Transitioning the Child and Adult Care Food Program (CACFP) Claim System to the Michigan Nutrition Data (MiND) System: (FY 2015 Institutions Memo #42) This memo notified institutions on September 14, 2015 that MDE was integrating the CACFP claims system into the new MiND system effective on or around September 17, 2015. The overall process to submit CACFP claim data, however, will remain the same after the transition.

### **CACFP Trainings**

CACFP workshops/training for centers are offered free of charge and are designed for new staff as well as staff desiring a program refresher or training on a specific topic area. They are offered at various sites around the state. Personnel responsible for ensuring program compliance may attend training to comply with corrective action from an administrative review. Certificates will be available upon completion of the training and can be used toward annual training required by the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division.

Registration is required as seating is limited. Individuals registering for CACFP workshops/ trainings must create an account on the Eventbrite website. The registration process is posted on the [CACFP website](#) under Training. Please save your Eventbrite account information as CACFP staff will not have access to that information.

## **Independent and Sponsors of Centers – New USDA Local Procurement Guide**

The revised United States Department of Agriculture (USDA) local procurement guide is now available! This informative guide can assist you to decide how to “buy local” for your day care program. The guide covers procurement basics, including defining the term “local”, where to find local products and the variety of ways schools and early childhood programs can purchase locally within federal and state regulations. It provides information and examples that are applicable to child care and summer meal programs. Check out the new guide at [Procuring Local Foods for Child Nutrition Programs<sup>iii</sup>](#) today!

## **Common Findings during Administrative Reviews**

Each month MDE CACFP will list common findings identified by our monitoring staff during administrative reviews and site visits. Information on common findings is provided to inform and provide assistance to our centers and sponsors to ensure common errors are corrected to insure program compliance. Knowledge of CACFP regulations and requirements helps ensure your institution will be in compliance and receive full reimbursement for the healthy meals and snacks you provide.

### **Common Finding:**

Average daily attendance (ADA) incorrectly calculated. Center attendance is required for all programs to support meals and snacks claimed. Attendance must be taken on a daily basis as participants arrive and depart. These records cannot be altered or recreated later and cannot be recreated using meal attendance or other records. To calculate average daily attendance, which must be reported on monthly claims, at the end of each day you served food, count each enrolled participant who attended the facility. At the end of the reporting month, add the daily attendance totals. This figure is your total number of participants in attendance. Next, divide the total number of participants in attendance by the number of days food was served. This is your Average Daily Attendance. Remember to round the Average Daily Attendance value **up** to the nearest whole number. For sponsors of two or more sites, add the aggregate monthly average daily attendance for all sites together, then round up that final number and report the total on the claim. An instructional handout on calculating average daily attendance is attached for your reference.

### **Common Finding:**

Meal Attendance records missing or not taken at point of service (POS). Meal attendance is to be taken when program participants are sitting down and have been served their meal or snack. Meal attendance cannot be taken before a meal or recreated at a later time in the day in centers. Meal attendance may differ from center attendance as not all participants may take part in a meal. Meal attendance records are used to verify the number of meals claimed is equal or less than the number of participants in attendance that month. Missing or recreated meal attendance records may require claim amendments to recoup meal reimbursement.

## **Best Practices**

Family Style Meals are not required in CACFP but are encouraged as a “best practice.” Family style meal service allows children to serve themselves from common dishes of food with assistance from supervising adults. While family style meal service allows children to make choices in selecting foods, the supervising adult should initially offer the full planned serving of each required food component/food item to each child. Children are offered each meal component and make their own food choices based on their appetites and preferences. Offered meals must meet all the required food component requirements for the meal or snack. There should be enough on the table so each participant has an initial serving. As serving bowls are immediately available at each table, the initial *serving* of a food component/food item may be less than the full required minimum quantity. The supervising adult should encourage additional portions

as appropriate, especially of milk, vegetables and fruit. For example, "Today we have yellow string beans. I am taking one spoonful of beans and then I'll pass them to my friend Tammy. Tammy, here you go! You might want one or two spoonfuls of yummy beans." Supervising adults provide verbal instruction as they model how to pass bowls and show children how to use two hands while holding a bowl on the outside so that their fingers do not touch the food. Adults model how to pour and scoop using appropriate utensils. Adults also model conventional table manners, such as waiting for turns, passing foods, and saying "please" and "thank you".

## **CACFP Monthly Nutrition Bite**

### **The Proposed Meal Pattern Requirements in "bite sized portions"**

The USDA released the proposed meal pattern requirements for CACFP in January 2015. Under these proposed changes, adults and children in day care will receive a greater variety of fruits, vegetables, more whole grains and less added sugar and saturated fat. The public comment period ended in May and the comments are now being carefully considered by the USDA before the final rule is implemented.

Research on the recent changes to the National School Lunch Program (NSLP) has shown schools that implemented parts of the new requirements early had the greatest success with staff and student acceptance. **Becoming familiar with the new proposed meal patterns prior to the final rule can benefit child and adult care providers to make a smoother transition from the "old" meal pattern to the "new" meal pattern.**

### **Whole Grain Goodness:**

Whole grains are this month's nutrition bite. One of the proposed meal pattern requirements is to serve a least one serving of whole grains per day. It is easier to get children to get into the habit of eating whole grains when they start early! To meet this proposed new requirement, a day care center could serve a whole grain cereal such as oatmeal for breakfast or wild rice with lunch/supper or add granola to yogurt for snack. But what exactly is a whole grain? Whole grains are the intact kernel of the seed of the plant which includes the bran, germ, and endosperm. Whole grains include grains such as wheat, corn, wild and brown rice, oats, barley, quinoa, sorghum, spelt, and rye. Whole grains contain dietary fiber, B vitamins, healthy fats, minerals, and some protein. Refining normally removes the bran and germ which results in the loss of some protein, fiber, and some of the vitamins and minerals. While processors add back some of the vitamins and minerals to enrich refined grains, not all nutrients are added back equal to what the whole grain contained. Look for the words "100% whole" or "whole" on package labels to identify whole grain options. For example "100% whole grain corn; whole wheat; wild rice" are all whole grain options.

To increase success with whole grains, centers can begin now by trying out whole grain breads, cereals, pasta, etc., to find options their participants enjoy. For information on what is a whole grain, where to find whole grains and recipes using whole grains, a great resource is the Oldways Whole Grains Council. The Oldways Whole Grains Council helps the public find whole grain foods and better understand their health benefits. Information on the Whole Grains Council can be found at the [Whole Grains Council](#)<sup>iv</sup>. Another great resource is the USDA Core Nutrition Messages. This website has tips, advice and guidance for mothers of preschoolers and elementary age children [USDA Core Nutrition Message on Whole Grains](#)<sup>v</sup>. We have included handouts for you from this site.

## **Farm to School /Preschool**

October is Farm to School Month! If you missed the announcement earlier this summer about the **MI Farm to School Grant Program** through the MSU Center for Regional Food Systems (CRFS), be sure to check out the current and past list of early childhood and K-12 grantees at [CRFS Farm to School Grant Program List](#).<sup>vi</sup>

This year, the 20 grantees across Michigan will be planning and implementing farm to school/preschool programming. Though the grantees are at different stages of farm to school program development, all are initiating innovative efforts this coming year to expand and strengthen their programming. In addition to purchasing more fruits and vegetables from local farms, efforts include:

- Building stronger planning commissions to ensure sustainability of farm to school efforts.
- Developing systems for freezing and preserving summer harvests to use in winter meals.
- Building community connections with local farmers through field trips and school education.
- Increasing staff capacity to serve local produce through knife skills and seasonal menu planning training.
- Working with Cultivate Michigan as a tool for tracking local purchasing.

Abby Harper, the CRFS Farm to School Specialist, recently visited two CACFP sites sponsored by Telamon Corporation - the Hart and the New Era Migrant Head Start programs. These sites operate from May through October when Michigan growers are harvesting. The Hart Migrant Head Start location is in its second year of the grant program. Ms. Harper viewed the preschool children's field trip to Country Dairy to learn about the source of their milk, pet calves, and taste some locally produced cheese and chocolate milk. At the center, the children's lunch included fresh yellow beans grown in the center's garden. The New Era site is in the planning stage of Farm to School with their first year planning grant. The children were observed eating local blueberries at lunch they had picked during a field trip earlier in the week.

For additional information on the MI Farm to School Grant Program, you can view this year's webinar outlining the program, expectations, and eligibility here [CRFS Farm to School Grant Program Webinar](#)<sup>vii</sup>. The recently released USDA Farm to School Program Summary of Grant Awards for Fiscal Year 2013-2015 is also available to view at [USDA Farm to School Program Summary of Grant Awards for Fiscal Year 2013-2015](#)<sup>viii</sup>. For questions regarding CRFS and or farm to school efforts in Michigan, email Abby Harper, CRFS Farm to School Specialist, at [harperab@msu.edu](mailto:harperab@msu.edu).

## **Regional Farm to School Trainings:**

CRFS is hosting its annual round of farm to school trainings throughout the state this September and October. These regional trainings are a great experience for those working in early childcare to increase your knowledge of farm to school activities, meet and collaborate with colleagues developing farm to school efforts throughout the region, and provide you with new skills for beginning or expanding your farm to school programs.

## **Early Childhood Obesity Prevention**

The Cardiovascular Health, Nutrition and Physical Activity Section at the Michigan Department of Health and Human Services is pleased to announce a funding opportunity for early childhood obesity prevention utilizing the Nutrition and Physical Activity Self-Assessment for Child Care ([NAP SACC](#)<sup>ix</sup>). NAP SACC is a research-tested intervention designed to assist licensed child care providers in improving their nutrition and physical activity environments, including policies and practices, in order to promote healthy weight and good habits in young children. This is accomplished through self-assessment, goal setting, training, and targeted technical support.

Eligible applicants for this opportunity include school districts, educational service agencies, local health departments, and other community-based organizations. The funding is for a six-month project period from January 1, 2016, through June 30, 2016.

Visit [ChildCare NAPSACC FY16 Application](#)<sup>x</sup> for complete details and to apply. The application deadline is October 30, 2015. The application should be completed [ONLINE](#)<sup>xi</sup>. Questions concerning this request for applications (RFA) must be submitted in writing to Lonias Gilmore at [gilmoreL@michigan.gov](mailto:gilmoreL@michigan.gov)<sup>xii</sup> no later than 5:00 p.m. on Monday, October 19, 2015.

### **Detroit Public Schools in the News!**

Detroit Public Schools (DPS) has transformed their meals over the past four years under the direction of the Office of School Nutrition Executive Director, Betti Wiggins. Ms. Wiggins emphasizes fresh fruits and vegetables in DPS cafeterias, often sourced locally and/or from the school's own garden. View link for the full story [Ms. Betti Wiggins Article](#)<sup>xiii</sup>

### **Child Care Licensing**

#### **Ready-to-Feed (RTF) Infant Formula**

CACFP frequently receives requests for clarification on infant formula. The licensing rule 400.8335(5) for child care centers states: *Formula shall be commercially prepared and ready-to-feed*. This rule applies when the center is preparing and serving bottles of formula on-site. Commercially prepared, ready-to-feed formula reduces the risk of inaccurately preparing formula. Commercially prepared, ready-to-feed formula does not have to be single-serving size. Larger containers of ready-to-feed formula can be used to make individual bottles for infants. If larger containers of ready-to-feed formula are used, licensing rule 400.8335 (10) requires: All containers of ready-to-feed formula, once opened, shall be labeled with the date and time of opening, refrigerated, and used within 48 hours or discarded.

Per Licensing, if a center purchases powdered formula, the powdered formula can be given to the parents/guardians to prepare at home. The prepared bottles can be returned to the center for feeding their infant. Parent/guardians are not allowed to prepare bottles from powdered formula at the center per licensing rule 400.8335(5), which requires formula to be commercially prepared and ready-to-feed when the center is preparing and serving bottles of formula on-site. Additional information on child care licensing can be found at the [Department of Licensing and Regulatory Affairs Child Care website](#)<sup>xiv</sup>.

### **Family Day Care Home Sponsor Information**

The next Family Day Care Home (FDCH) Sponsor meeting will take place on Wednesday, October 7, 2015 at the Hannah Building, Lansing. MDE CACFP has planned a full agenda for the day with input from our four FDCH Sponsors. Please contact Katherine Foreman at 517-373-7391 with any questions regarding this meeting. We look forward to seeing our FDCH Sponsors!

## **Recipe of the Month**

Kids of all ages love pasta. Manufacturers have come a long way in making whole wheat pasta that is pleasing to the palate. Experiment with different brands until you find one that works. Start out by mixing traditional pasta with whole wheat or find “white” whole wheat pasta to increase acceptance. You may find you fill up faster with whole wheat pasta and eat less! Eating less helps with weight maintenance and also means you are saving money.

### **Oodles of (whole wheat) Noodles**

**Serves 25 (1 cup serving)**

<b>Ingredients:</b>	<b>Weight/Measure</b>
<b>whole wheat penne pasta</b>	<b>2 lb 12 ounces</b>
<b>Extra virgin olive oil</b>	<b>1/3 cup</b>
<b>Grape tomatoes, halved</b>	<b>3 lb</b>
<b>Dried basil</b>	<b>1/8 cup</b>
<b>Sea salt</b>	<b>1 TB</b>
<b>Ground black pepper</b>	<b>1/2 TB</b>
<b>Fresh garlic, minced</b>	<b>2 oz</b>
<b>Whole wheat flour</b>	<b>3/4 cup</b>
<b>Low sodium vegetable broth</b>	<b>2 qt 1/4 cup</b>
<b>Fresh Chard, stems removed (or baby spinach)</b>	<b>1 lb 4 oz</b>
<b>Directions:</b>	
<ol style="list-style-type: none"><li>1. Heat water to a boil.</li><li>2. Slowly add pasta and stir until water boils again. Cook about 8-10 minutes or until al dente. Stir occasionally. Drain well. Do not overcook. Keep warm.</li><li>3. Heat oil. Sauté 1/2 of tomatoes over medium heat for approximately 2 minutes until skins soften. Do not overcook. Add basil, salt, pepper and garlic. Stir to incorporate. Retain remaining tomatoes for step 5.</li><li>4. Sprinkle flour over tomatoes. Sauté over medium heat for 1-2 minutes. When mixture begins to thicken add vegetable broth. Bring to a boil uncovered. Reduce heat to low.</li><li>5. Add Swiss chard (or spinach) and the remaining tomatoes. Simmer over low heat until chard or spinach wilts.</li><li>6. Pour sauce over pasta and serve.</li></ol>	

Note: 1 cup provides 1/4 vegetable and 2 oz (1/4) cup of grains. 1/4 cup cooked pasta equals 1 serving of grains/breads for lunch/supper for 3-5 year olds. Refer to [CACFP Meal Pattern Requirements<sup>xv</sup>](#) for additional minimum requirements.

Recipe adapted from USDA Team Nutrition. [Recipes for Healthy Kids Cookbook for Child Care Centers<sup>xvi</sup>](#). Accessed September 17, 2015.

We hope this information is helpful! Contact CACFP with questions at 517-373-7391.



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- i MDE CACFP Website: [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp)
  - ii State of Michigan Job Opportunities: <http://agency.governmentjobs.com/michigan>
  - iii United States Department of Agriculture (USDA) Food Nutrition Services (FNS) Procuring Local Foods Guide link: [http://www.fns.usda.gov/sites/default/files/f2s/F2S\\_Procuring\\_Local\\_Foods\\_Child\\_Nutrition\\_Prog\\_Guide.pdf](http://www.fns.usda.gov/sites/default/files/f2s/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf)
  - iv Oldways Wholegrain Council: <http://wholegrainscouncil.org/>
  - v USDA Core Nutrition Messages Whole Grains link: <http://www.fns.usda.gov/core-nutrition/whole-grains>
  - vi MSU Center for Regional Food Systems MI Farm to School Grantees List link: [http://foodsystems.msu.edu/resources/mi\\_farm\\_to\\_school\\_grantees](http://foodsystems.msu.edu/resources/mi_farm_to_school_grantees)
  - vii MSU Center for Regional Food Systems MI Farm to School Grant Program Information Webinar link: [http://foodsystems.msu.edu/resources/mi\\_farm\\_to\\_school\\_grant\\_program\\_information\\_webinar](http://foodsystems.msu.edu/resources/mi_farm_to_school_grant_program_information_webinar)
  - viii USDA Farm to School Program Summary of Grant Awards for FY 2013-2015 [http://www.fns.usda.gov/sites/default/files/f2s/F2S\\_Grant\\_Summary\\_Report.pdf](http://www.fns.usda.gov/sites/default/files/f2s/F2S_Grant_Summary_Report.pdf)
  - ix Nutrition and Physical Activity Self-Assessment for Child Care <http://mihealthtools.org/childcare>
  - x Child Care NAPSACC FY 16 Application [http://mihealthtools.org/childcare/documents/napsacc\\_fy16\\_rfa.pdf](http://mihealthtools.org/childcare/documents/napsacc_fy16_rfa.pdf)
  - xi 2016 NAP SACC Request for Applications [https://www.surveymonkey.com/r/2016\\_napsacc](https://www.surveymonkey.com/r/2016_napsacc)
  - xii Lonias Gilmore's email <mailto:gilmorel@michigan.gov>
  - xiii Ms. Betti Wiggins news article <http://civileats.com/2015/04/06/how-one-visionary-changed-school-food-in-detroit/>
  - xiv State of Michigan Department of Licensing and Regulatory Affairs - Child Care webpage: [http://www.michigan.gov/lara/0,4601,7-154-63294\\_5529---,00.html](http://www.michigan.gov/lara/0,4601,7-154-63294_5529---,00.html)
  - xv MDE CACFP Meal Pattern Requirements link: [http://www.michigan.gov/documents/mde/Meal\\_Pattern\\_Requirements\\_9-12\\_400060\\_7.pdf](http://www.michigan.gov/documents/mde/Meal_Pattern_Requirements_9-12_400060_7.pdf)
  - xvi USDA Team Nutrition Recipes for Healthy Kids Cookbook for Child Care Centers Oodles of Noodles Recipe: <http://healthymeals.nal.usda.gov/hsmrs/R4HK/childcarecookbook/oodles.pdf>